

28 April 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Qualifications of CS Personnel

1. This memorandum outlines the steps being taken to code the qualifications of CS staff personnel and records our understanding of procedures for updating the coding of their qualifications after the initial coding is completed.

2. Attached is a copy of the CS Qualifications Code Structure.

- a. PART A - Qualifications Code
- b. PART B - Functional Code
- c. PART C - Location Code

Part A, Qualifications Code, was developed by a working group of CS operations officers to identify work experience within the CS. Part B, Functional Code, and Part C, Location Code, identify the function performed and the location of the work where the experience was obtained. The code letters and numbers were assigned in coordination with Chief, QAB/OP who has been most helpful on our coding program.

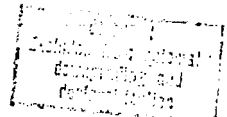
3. We are organizing within the CS a qualifications coding task force to accomplish the coding of current and past experience of CS personnel in grades GS-03 to 15. QAB/OP has agreed to provide training and assistance to the task force. We hope to accomplish this task in the next four or five months and provide the basic input data to QAB/OP. We are also arranging for coding and input of the home base and mobility status of CS personnel in grades GS-03 to 15. We understand that with the new generation of computers, the home base and mobility status may be recorded in the machines directly from Form 1152.

4. It is our understanding that after the coding of current and prior experience, the qualifications of CS personnel will be updated periodically by QAB/OP on the basis of available data including Fitness Reports (Form 45), Field Reassignment Questionnaires, etc. The cooperation and assistance of the Office of Personnel in the programs for coding qualifications of CS personnel is appreciated.

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DDP/OP

Attachment:



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NO ATTACHMENTS